

# Lana M. Wiggins

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225-650-3253

**SUMMARY:** Writer/Editor/Instructor/Personal Assistant with a Master of Arts degree in English/Creative Writing, 15+ years total experience with 3 years as Publicist, Press Liaison, and Personal Assistant to Vocalist, Kelly Keeling; 13 years teaching English and advising students at the university level in both online and on-site courses in Composition, Research, Technical Communication, American Literature, Fiction, Poetry, Creative Writing, and Advanced Exposition; and 2 years as Technical Writer/Managing Editor at the U.S. Geological Survey. I am highly specialized in a wide variety of style guides including MLA, AP, APA, AMA, MPB, GPO, CSE and Chicago Manual. I am extremely proficient in editing, writing, publishing, business communications, comprehension of complex materials, creating instructional manuals, public relations, composing press releases and acting as press liaison, negotiating contracts, student advising, people management, research, creative copywriting, and speech writing.

## **EDUCATION**

### **Master of Arts**

University of Louisiana, Lafayette (Dec. 15, 2001)

Master's Thesis: *First Person, Twice Removed: Poetic Conversations in an Evolving Woman's Voice.*

Directed by Dr. Jerry L. McGuire

Committee members: Darrell Bourque and Mary Ann Wilson

Major: English (Creative Writing)

Final GPA: 3.75 (Cum Laude)

Master of Arts coursework completed in Fall 2000

Master of Arts comprehensive exams completed and passed in Spring 2001

Master of Arts oral exams completed and passed in Fall 2001

### **Bachelor of Arts**

University of Louisiana at Lafayette (Dec. 12, 1998)

Major: English

Minor: History

Final GPA: 3.66 (Cum Laude)

## **TEACHING EXPERIENCE**

### **Louisiana State University, Baton Rouge, LA (2014-present)**

*Instructor of English*

Courses taught: Freshman Composition and Business Communication

- Curriculum Design, Development, and Implementation
- Creating online Student Forums and Work Logs
- Assessing and Grading Student Work
- Maintaining Records of students
- Active Membership in Department Committees
- Participant in FYW Workshops for New Hires

Fa 2014: English 1001 (3 sections)

Fa 2014: English 2002 (1 section)

### **University of Louisiana at Lafayette (2007-2013)**

*Instructor of English*

Courses taught: Freshman Composition, Freshman Introduction to Research, American Literature, Technical Writing, Introduction to Literary Studies, Introduction to Poetry, Creative Writing.

- Curriculum Design, Development, and Implementation
- Creating online Student Forums and Work Logs
- Assessing and Grading Student Work
- Managing 300 Students ( per year)
- Academic Advising of 20-30 Students (per year)
- Maintaining Records of 300 Students (per year)
- Active Membership in 4 Department Committees (per year)
- Founder, Manager, and Faculty Advisor for *Writers Bloc*, ULL's Undergraduate Creative Writers Club
- Co-Authored Advancement Tiers and Guidelines for Instructor Promotions in ULL Faculty Handbook

Sp 2013 English 365 Technical Writing (4 sections)

Fa 2012 English 210 Poetry: 20th Century Women Poets

Fa 2012 English 290 Introduction to Literary Studies

Fa 2012 English 365 Technical Writing (3 sections)

Su 2012 English 365 Technical Writing (3 sections)

Sp 2012 English 365 Technical Writing (4 sections)

Fa 2011 English 206 American Literature

Fa 2011 English 207 Introduction to Poetry

Fa 2011 English 365 Technical Writing (3 sections)  
Su 2011 English 365 Technical Writing (3 sections)  
Sp 2011 English 365 Technical Writing (4 sections)  
Sp 2010 English 206 American Literature (2 sections)  
Sp 2010 English 365 Technical Writing (2 sections)  
Su 2010 English 365 Technical Writing (3 sections)  
Fa 2010 English 365 Technical Writing (4 sections)  
Fa 2010 English 207 Introduction to Poetry  
Fa 2009 English 206-American Literature (2 sections)  
Fa 2009 English 365-Technical Writing (3 sections)  
Su 2009 English 365-Technical Writing (3 sections)  
Sp 2009 English 365- Technical Writing (3 sections)  
Sp 2009 English 223-Intro to Creative Writing  
WI 2008 English 365-Technical Writing  
Fa 2008 English 365-Technical Writing (3 sections)  
Fa 2008 English 206-American Literature (2 sections)  
Su 2008 English 365-Technical Writing (2 sections)  
Sp 2008 English 365-Technical Writing (3 sections)  
Sp 2008 English 206-American Literature from 1890 to present  
WI 2007: English 365-Technical Writing  
Fa 2007 English 101-Freshman Composition and Rhetoric (2 sections)  
Fa 2007 English 102-Freshman Introduction to Research (2 sections)  
Fa 2007 English 206-American Literature from 1890 to present

### **University of New Orleans (2005 to 2007)**

#### *Instructor of English*

Courses taught: Technical Writing, American Literature, Introduction to Fiction, Freshman Rhetoric and Composition

Courses taught both online and on-site:

- Extremely proficient in Blackboard and Moodle
  - Experienced in Distance Learning and Computer Lab classrooms
  - Experienced in Online Curriculum Development
  - Experienced in Diverse Communities
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- Curriculum Design, Development, and Implementation
  - Creating online Student Forums and Work Logs
  - Assessing and Grading Student Work
  - Managing 250 Students ( per year)
  - Maintaining Records of 250 Students (per year)
  - Active Membership in Department Committees
  - Proctor for South Louisiana Literary Rally

Sp 2007 English 2152-Technical Writing (2 sections)  
English 2238-Intro to Fiction  
English 1158-Freshman Rhetoric and Composition  
Fa 2006 English 2152-Technical Writing (3 sections)  
-2/1: on-site/online  
English 2041-American Literature  
Su 2006 English 2152-Technical Writing (2 sections)  
-1/1: on-site/online  
Sp 2006 English 2152-Technical Writing (3 sections)  
-2 sections taught on-site, 1 section taught online  
Fa 2005 English 2152-Technical Writing (3 sections)  
-due to the effects of Hurricane Katrina these courses were developed and  
taught online via Blackboard

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**University of Louisiana at Lafayette (1999-2005)**

*Adjunct Instructor of English (2001-2005)*

Courses taught: Developmental English, Rhetoric and Composition, Composition and Literature, Creative Writing, Technical Writing, Advanced Exposition

Sp 2005 English 090-Developmental English  
English 102-Composition and Literature  
English 365-Technical Writing  
Fa 2004 English 090-Developmental English  
English 101-Rhetoric and Composition  
English 102-Composition and Literature  
English 365-Technical Writing  
Sp 2004 English 365-Technical Writing  
Fa 2003 English 365-Technical Writing  
Sp 2003 English 102-Composition and Literature  
English 360-Advanced Exposition  
Fa 2002 English 102-Composition and Literature  
2000-01 8 sessions teaching Creative Writing at UL Lafayette Continuing Education

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*Graduate Teaching Assistant at UL Lafayette (1999-2001)*

- Research Assistant for Dr. Mary Anne Wilson
- Teaching 2 courses per semester

Sp 2001 English 223-Introduction to Creative Writing  
English 102-Composition and Literature  
Su 2001 English 360-Advanced Exposition  
Fa 2001 English 090-Developmental English  
Fa 2001 English 102-Composition and Literature  
Sp 2000 English 101-Composition/Rhetoric

Fa 2000 English 102-Composition and Literature  
Fa 1999 English 101-Composition/Rhetoric  
Sp 1999 Tutor/Assistant in English 90-Developmental English

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1999-2001 English tutor for CAAP Exam at ULL  
1996-2001 English tutor at ULL Writing Center

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**South Louisiana Community College (2002)**  
*Adjunct Instructor of English*

Fa 2002: English 0092-Developmental English  
English 1020-Composition and Literature

**RELATED WORK EXPERIENCE**

**MindRadio Artists (2010-2013)**

*(Self-employed) Public Relations, Press Liaison, and Personal Assistant to vocalist, Kelly Keeling*

- Composed Press Releases that garnered Radio, TV, and Print interviews
- Maintained Public Relations and Media Contacts
- Managed all details of International Tour from September to December 2013
- Corresponded with Record Company Executives to Negotiate Contracts
- Triaged Emails and Composed Business Correspondence
- Booked Shows, Studio Time, Radio and TV Appearances
- Booked Complex Travel Arrangements
- Maintained Heavy Calendar Schedule
- Co-Produced Community Concerts to benefit Children's Charities
- Maintained Social Media Websites that Increased Album Sales and Live Performances
- Bookkeeping and Budgeting of all Incoming/Outgoing Resources

**Johnson Controls, Inc. (2002-2004)**

*Technical Writer/Editor*

Contracted to USGS National Wetlands Research Center, Lafayette, LA

- Managed/Directed Editing, Layout and Publication of BERPAC monograph, *Fourth Joint U.S.-Russian Bering and Chukchi Seas Expedition*
- Extensive research in Geology, Oceanography, Mapping as well as research into Style Guides for various journals
- See **Appendix A** for a complete list of materials edited and duties performed

## **HONORS, MEMBERSHIPS, AND AWARDS**

2009 Member, SCMLA  
2009 Finalist, Kate Tufts Discovery Award for Poetry  
2008 3rd place Winner: The Smoking Poet Annual Poetry Contest  
2007 Invited Member, Encres de Sang, International Writers Group (Paris, France)  
2006 Member, Modern Language Association  
2006 Finalist in the Marsh Hawk Press Poetry Contest  
2001 Cum Laude Graduate (M.A.)  
2001 Dean's List  
1999 Recipient of Sigma Tau Delta's Outstanding Graduate Award  
1999 The Honor Society of Phi Kappa Phi  
1999 Dean's List  
1998 Cum Laude Graduate (B.A.)  
1998 Honors Convocation  
1998 Dean's List  
1997 John Z. Bennet Award for Poetry  
1997 Recipient of the Judge Felix Voorhies Award for Creative Writing  
1997 International English Honor Society Sigma Tau Delta  
1997 Dean's List  
1997-2001 Member and Vice President of Sigma Tau Delta

## **UNIVERSITY AND COMMUNITY SERVICE**

2013 Publicist, Personal Assistant and Public Relations for vocalist, Kelly Keeling  
2013 Proctor: South Louisiana Literary Rally, ULL  
2012 Proctor: South Louisiana Literary Rally, ULL  
2012 Faculty Advisor Writers Bloc, coordinator of public readings and meetings  
2012 Coordinator: "Beatles Tribute" Concert series at Cite des Arts featuring Kelly Keeling  
2012 Coordinator: "Home for Christmas" Concert featuring Kelly Keeling  
2011 Faculty Advisor for the composition of Constitution and By-laws for Writers Bloc  
2011 Coordinator: "Home for Christmas" Community Concert featuring Kelly Keeling  
2011 Coordinator: "A Day in the Life" Community Concert featuring Kelly Keeling  
2011 Judge: Bayou Writers Group Poetry Contest  
2011 Co-Coordinator of "100 Thousand Poets for Change" International event held locally at Acadiana Center for the Arts, Sept 24, 2011  
2011 Founder and Faculty Advisor of Writers Bloc, UL's Undergraduate Creative Writer's Club  
2011 Literary Rally Committee  
2011 Textbook Committee  
2011 Creative Writing Committee  
2011 Technical Writing Committee  
2010 Reader, English 102 Essays (UL English Dept. Assessment for SACS)

2010 Proctor, South Louisiana Literary Rally, ULL  
2010 Co-Authored Policy Proposal for Lecturer Track Appointments  
2010 Textbook Committee  
2010 Literary Rally Committee  
2010 Technical Writing Committee  
2010 Creative Writing Committee  
2010 Hospitality Committee  
2009 Conducted Creative Writing Workshop “Talking Back to Poetry” English Week UL Lafayette  
2009 Conducted Creative Writing Workshop “Rhythm without Rhyme” English Week UL Lafayette  
2009 Proctor, South Louisiana Literary Rally, UL Lafayette  
2009 Literary Rally Committee  
2009 Technical Writing Committee  
2009 Hospitality Committee  
2009 Textbook Committee  
2009 Faculty Retreat, UL Lafayette  
2008 Grader, English 102 Essays, SACS Review  
2008 Proctor, South Louisiana Literary Rally  
2008 Textbook Committee  
2008 Literary Rally Committee  
2008 Technical Writing Committee  
2007 Hospitality Committee  
2007 Literary Rally Committee  
2007 Hospitality Committee  
2007 Technical Writing Committee  
2007 Creative Writing Committee  
2007 Textbook Committee  
2007 Grader, UNO Proficiency Exam (department-wide exam for exiting Freshman)  
2007 Proctor, Greater New Orleans Literary Rally, University of New Orleans  
2007 Freshman English Calibration Committee for Freshman English Proficiency Exam  
2006 Grader, UNO Freshman English Placement Exam (department-wide exam for incoming Freshman)  
2005 Visiting Instructor at UL Lafayette for displaced UNO students due to Hurricane Katrina  
2001 Creative Writing Committee, Deep South Festival of Writers, UL Lafayette  
2000 Judge, St. Martin Parish School Board Writing Contest  
2000 Coordinator, “Connected at the Roots” Poetry/Music Event for ULL’s Creative Writing Dept.  
2000 Editor’s Panel on Pedagogy and Politics: Deep South Festival of Writers, ULL  
2000 Introductory Speech for Vivian Shipley: Deep South Festival of Writers, ULL  
2000 Creative Writing Committee, Deep South Festival of Writers, ULL  
1999 Vice President of Sigma Tau Delta  
1999 Coordinator, Boys and Girls Club Book Drive

## **PUBLICATIONS, PRESENTATIONS, AND PERFORMANCES**

## **Publications:**

### *Books:*

Wiggins, Lana Maht. *Notes from Refuge*. Austin: Plain View Press, 2008.

Wiggins, Lana M. *Root: Sprout: Blossom: Life Bag of a Flower Child*. CreateSpace, 2012.

### *Journals/Magazines/Anthologies:*

2011 Truck Poetry Blog < <http://halvard-johnson.blogspot.com>> "Oubliation"

2010 Dead Mule School of Southern Literature. Oct 2010 Issue. "What I Could not Tell you in Paris," "Balancing Sticky Disco Balls with a Little Religion," "Grace Note for Marinetti," "Revolution," "An Elegy for Time"

2010 Dead Mule School of Southern Literature. January 2010 Issue. "Oubilation," "Litany of Regretful Things," "Wading Through Phoenix Ash," "What my Shrink Says about Forgiveness"

2010 Burlington Poetry Journal. Summer 2010 Issue. "A Stranger Writes a Poem in my Journal," "Track Six"

2009 Rose and Thorn Summer 2009 Issue "Nickel and Dime"

2009 The Smoking Poet, Winter 2008-09 Issue 9. "Reunion: Thirty Years too Late."

2007 The Smoking Poet, Fall 2007 Issue 4, "Teacups and Tin Men," "Grace Note Two," "E. Bathory's Prayer," and "Ode to H.D."

2006 Words-Myth, Issue # 4 "Cracker Jack Voodoo," "Refuge Chaos," "Nagasaki Butterfly" <<http://www.words-myth.com/page89.html>>.

2006 Dance to Death, Issue II "Three Photographs, Three Days" <[http://www.sorrowlandpress.com/index\\_files/D2D\\_Wiggins\\_IssueII.html](http://www.sorrowlandpress.com/index_files/D2D_Wiggins_IssueII.html)>

2006 Moondance Exploration Issue "Signature Hamartia" <<http://moondance.org/2006/fall2006/poetry/poem1.html>>

2006 Knock, Issue 6, Seattle, WA, "Human Conditions"

2001 "First Person, Twice Removed: Poetic Conversations in an Evolving Woman's Voice" Master's Thesis. University of Louisiana at Lafayette, 2001

2001 The Southwestern Review, "A Fragment of Chaos Suspended from the Whole"



2000: The Southwestern Review. "Drinking Smoke from a Glass"  
2000: "Grace Notes: Letter to my Lovers" (self-published chapbook)  
1999: The Southwestern Review, "Breaking Down Divorce"  
1998: The Southwestern Review, "Mid-Night Stories"  
1998: The Southwestern Review, "Lessons"  
1997: Deep South Writer's Conference Anthology, The Chapbook, "Raw Words"  
1997: The Southwestern Review, "Cadillac Angels"  
1997: The Southwestern Review, "The Tinman"  
1997: The Southwestern Review, "Fathers and Strangers"  
1997: The Southwestern Review, "Shadows of Beauty"

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#### **Conferences:**

2009 Presentation, SCMLA, Baton Rouge, LA. Regional Poets Group Reading  
2008 Festival of Words, Grand Coteau, LA, Conducted Poetry Workshop at Casa Azul (Oct 16)  
2008 Festival of Words, Grand Coteau, LA, Guest Poet/lecturer at Grand Coteau Elementary  
(Oct 16-17)  
2008 Featured Guest Poet/Lecturer for Encres de Sang International Writer's Conference, Paris,  
France (May 16-17)  
2007 Deep South Festival of Writers, UL Lafayette  
2006 Deep South Festival of Writers, UL Lafayette  
2005 Deep South Festival of Writers, UL Lafayette  
2004 Deep South Festival of Writers, UL Lafayette  
2003 Deep South Festival of Writers, UL Lafayette  
2002 Deep South Festival of Writers, UL Lafayette  
2001 Deep South Festival of Writers, UL Lafayette

2000 American Philological Association Conference (Memphis, Tenn.)

\*Presented paper and attended lectures

2000 Deep South Festival of Writers: Craft Lectures with Vivian Shipley

\*Introduction speech for Vivian Shipley

\*Poetry reading for conference participants

1999 Deep South Writers Conference: Craft Lectures with Virgil Suarez and Toi Deracotte

1999 American Folklore Society Conference (Memphis, Tenn.)

1998 Deep South Writer's Conference: Craft Lectures with Pamela Uschuk, David Gessner,  
William Pitt Root, and Luis Alberto Urrea

1997 Deep South Writers Conference: Poetry workshop with Rochelle Owens

1996 Deep South Writers Conference: Poetry workshop with Heather McHugh

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### **Presentations and Performances:**

2012 Featured Poet, Casa Azul Poetry Reading

2012 Featured Reader, UL Thursday Night Reading Series

2011 Featured Reader, UL Thursday Night Reading Series

2011 Featured Poet, Casa Azul Poetry Reading

2009 Featured Poet, 17 Poets! Series, Goldmine Saloon, New Orleans

2009 Poetry Reading, Barnes & Noble, Frederick E'cole Fundraiser

2009 Poetry Reading, Casa Azul, Grand Coteau, LA

2008 Poetry Reading, Cite des Arts, Lafayette, LA

2008 Poetry Reading, Casa Azul, Grand Coteau, LA

2008 Poetry Reading, Maple Leaf Bar, New Orleans, LA

2008 Poetry Reading, Le Musee des Vampires, Les Lilas, France

- 2008 Poetry Reading and book launch at The Abbey Bookshop, Paris, France
- 2007 Poetry Reading, Club 307, Lafayette, LA
- 2007 Poetry Reading, Gold Mine Saloon, New Orleans, LA
- 2006 Poetry Trio, Deep South Festival of Writers, Lafayette, LA
- 2006 Poetry Reading, The Rhonda-Maria Experience, Lafayette, LA
- 2006 Poetry Reading, Goldmine Saloon, New Orleans, LA
- 2005 Poetry Trio, Deep South Festival of Writers, Lafayette, LA
- 2004 Poetry Reading, The Rhonda-Maria Experience, Lafayette, LA
- 2004 Poetry Reading, The Rhonda-Maria Experience, Lafayette, LA
- 2004 ULL Poetry Reading, Chris' Poboy's, Lafayette, LA
- 2003 Introduction speech for Vivian Shipley, Deep South Festival of Writers
- 2001 ULL Poetry Reading, Chris' Poboy's, Lafayette, LA
- 2001 Arkansas Philological Association Conference, Memphis, TN, "Angry Spirits and Wandering Souls: Correlations between Dreams and Film" presentation.
- 2000 Coordinator, Poetry Reading "Connected at the Roots" Lafayette, LA
- 2000 ULL Poetry Reading, Chris' Poboy's, Lafayette, LA
- 2000 ULL Poetry Reading, "Valentine's Day Massacre" Lafayette, LA
- 1999 ULL Poetry Reading, Chris' Poboy's, Lafayette, LA
- 1998 ULL Poetry Reading Series, Barnes and Noble, Lafayette, LA
- 1998 ULL Poetry Reading Series, Caffé Cottage, Lafayette, LA

**REFERENCES:**

Dr. Rhonda Robison  
 (337)-258-9221  
 Professor of English, University of Louisiana

rhon7159@aol.com

Ken Wheaton  
Managing Editor, Advertising Age  
(347) 489-3067  
Ken.wheaton@gmail.com

Gaye S. Farris  
Former Editor-in-Chief, USGS-NWRC  
(904) 471-6994  
gayefarris@gmail.com

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### **Appendix A:**

*Documents edited and composed from 2002-2004:*

Edited article by Beth Middleton: “Reproductive Ecology, Diaspore Bank and Management Implications for the Bryophytes of a Bald Cypress Swamp”

Edited article by Beth Middleton: “Winter burning and the Reduction of *Cornus Sericea* in Sedge Meadows in Southern Wisconsin”

Edited North American Waterfowl Management Plan, GCJV report: “Coastal Mississippi Wetland Initiative Area”

Edited North American Waterfowl Management Plan, GCJV report: “Laguna Madre Wetland Initiative Area”

Edited “Strategic Plan for the Coordinated Intermountain Restoration Project” by Pyke and Pellant

Edited WETMAAP report: “San Pedro River”

Edited Public Relations newsletter for Gaye Farris

Composed a rough draft fact sheet on the Gulf Coast Joint Venture project  
Edited WETMAAP report: “Mono Lake”

Composed press release for Susan Horton, re: poster contest

Mechanical edit for Beth Middleton’s abstract titled, “Wetland Restoration, Flood Pulsing, and Regeneration Dynamics”

Edited FWS report by Bobby Keeland et al. on “Felsenthal Greentree Reservoir Monitoring Study: Summary of 2001 Measurements

Mechanical/stylistic edit on David Mattson et al. report titled “Coefficients of productivity for Yellowstone’s Grizzly Bear Habitat”

Performed substantive edit on David Mattson’s “Coefficients of Productivity for Yellowstone’s Grizzly Bear Habitat,” composed document Abstract and composed Table of Contents

Conducted research project on USGS documentation protocol in previously published material

Edited “Louisiana Coastal Area” maps by Clint Padgett

Edited “Guidelines for the Use of Fishes in Research” by J.G. Nickum et al.

Edited Beth Middleton’s article “Functional Comparison of Litter Decomposition in Natural versus Coal Slurry Ponds Reclaimed as Wetlands”

Mechanical edit and fact-check of Matthew Perry’s report on “Black Ducks and their Chesapeake Bay Habitats” for the 2000 Wildfowl Trust Symposium

Edited “Health Assessments and Mercury Analyses of Fishes of the Atchafalaya National Wildlife Refuge” by Jill Jenkins

Edited “Bi-Weekly Online Newsletter” 6th edition by Daisy Singleton

Mechanical edit and fact-check on journal article titled “Facilitation of Survival and Growth of *Baccharis hamifolia* L. by *Spartina alterniflora* Loisel in a Created Louisiana Salt Marsh” by Jane Egerova, C.E. Proffitt, and Steven Travis

Edited “Population Genetic Structure of Pacific White Shrimp, *Litopenaeus Vannamei*, from the Gulf of Fonseca, Honduras, Reveals the Presence of Foreign Stocks Released from Aquaculture Ponds” by Steven Travis and Ed Proffitt

Edited “Weekly Highlights” for Susan Horton

Edited “Potential Impacts of Climate Change and Variability on Transportation in the Gulf Coast/Mississippi Delta Region” by Virginia Burkett

Edited management report titled “Surface Water Quality of the Aquatic Ecosystems of Big Thicket National Preserve” by William Rizzo, Patricia Rafferty, and Don Cahoon

Edited “Final Report and Recommendations for Restricted Sampling Effort of Blue Crabs Aransas Wildlife Refuge, TX” by Bruce Pugsek and Michael Baldwin

Edited email instructions on “Archiving Email” by George Ravain

Edited Kyle Donaldson’s article titled “Responding to the Brown Marsh Phenomenon: Louisiana Scientists Tackle a Mysterious Threat to the State’s Ailing Coastline”

Edited journal article, “A Compact Inexpensive Datalogger-based Method for Measurement of Wildland Fire Temperatures” by James Grace, et al.

Edited 29 CWPPRA maps and fact sheets

Composed USGS fact sheet on mangrove research at NWRC

Edited fact sheet by Tom Doyle, “Predicting Future Mangrove Forest Migration in the Everglades Under Rising Sea Level”

Edited fact sheet by Tom Doyle, “Effects of Hydrology on Red Mangrove Recruits”

Edited 9th edition of Bi-Weekly Online Resources by Daisy Singleton

Edited/ Proofed fact sheet draft layout by Tom Doyle, “Effects of Wastewater on Forested Wetlands”

Edited/Proofed fact sheet draft layout by Tom Doyle, “Modeling the Bathymetry of Catahoula Lake: Specialized Technology for Wetland Management”

Edited journal article by Don Cahoon, “Mangrove Peat Collapse Following Mass Tree Mortality: Implications for Forest Recovery from Hurricane Mitch”

Edited journal article by Tommy Michot, et al., “First Evidence of Waterfowl Mediated Gene-flow in Aquatic Invertebrates”

Edited technical publication by Boustany, Michot, and Moss, “The Effect of Nutrient Loading, Salinity and Light on the Vallisneria americana Community of the Lower St. Johns River, Florida”

Edited report by Elijah Ramsey, et al., “Rapid assessment of vegetation Type and Status with Hyperspectral Remote Sensing Technologies”

Edited “Cattle Grazing in the Management of Traditional Agricultural Biotopes” by Heli Jutila

Edited “A Woody Debris in South Florida Mangrove Wetlands” by Ken Krauss

Edited management report by Tommy Michot et al. “Atlas and Census of Wading Bird and Seabird Nesting Colonies in South Louisiana, 2001”

Edited Elijah Ramsey et al. article, “Leaf Optical Property Changes Associated with the

Occurrence of *Spartina alterniflora* dieback in Coastal Louisiana related to Remote Sensing Mapping”

Formatted Ramsey and Nelson article, “A Whole Image Approach for Transforming E01 Hyperion Hyperspectral Data into Highly Accurate Reflectance Data with Site-specific Measurements” to fit International Journal of Remote Sensing (IJRS) style guide

Formatted Ramsey and Nelson article, “Generation and Validation of Characteristic Spectra from E01 Hyperion Image Data for Detecting the Percent Occurrence of Invasive Species, Specifically Chinese Tallow” (IJRS).

Formatted Ramsey et al. article, “Mapping the Invasive Species, Chinese Tallow, with E01 Satellite Hyperion Hyperspectral Image Data and Relating Percent Occurrences to a Classified Landsat Thematic Mapper Landcover Map” (IRJS).

Edited draft of journal article “Generation and Validation of Characteristic Spectra from E01 Hyperion Image Data for Detecting the Percent Occurrence of Invasive Species, Specifically Chinese Tallow” by Elijah Ramsey et al.

2nd edit on David Gilmer et al. report, “Waterfowl Migration on Klamath Basin National Wildlife Refuge, 1953-2001.” Checked mathematical formulas and formatted in USGS style

Edited Karen McKee fact sheet, “Global Change Impacts on Mangrove Ecosystems”

Edited Karen McKee article, “Acute Salt Marsh Dieback in the Mississippi River Deltaic Plain: A Drought-induced Phenomenon?”

Edited Karen McKee fact sheet “Belowground Dynamics in Mangrove Ecosystems.”

Edited Karen McKee fact sheet “Nutrient Controls on Biocomplexity of Mangrove Ecosystems.”

Edited Karen McKee fact sheet “Potential Effects of Elevated Atmospheric Carbon Dioxide (CO<sub>2</sub>) on Coastal Wetlands.”

Edited USGS open-file-report by John Barras et al., “Historic and Predicted Coastal Louisiana Land Changes from 1978 to 2050.”

Edited Cirumpolar Arctic Vegetation Map.

**Managed/directed editing and layout of BERPAC monograph, *Fourth Joint U.S.-Russian Bering and Chukchi Seas Expedition*:**

- 1) “Sediment Biogeochemical Tracers and Carbon Cycling in the Bering and Chukchi Seas during 1988 and 1993” by Grebmeier and Cooper
- 2) “Laboratory Digestion of Prey and Interpretation of Walrus Stomach

Contents” by T.S. Sheffield

- 3) "Hexachlorocyclohexanes in the Bering and Chukchi Seas: 1993 versus 1988” by Jantunen and Bidleman
- 4) “Reversal of the Air-Water Gas Exchange Direction of Hexachlorocyclohexanes in the Bering and Chukchi Seas: 1993 versus 1988” by Jantunen and Bidleman
- 5) “Atmospheric Deposition Flux Estimates for Chloropyrifos and Trifluralin in the Chukchi Sea” by McConnell, Chernyak, and Rice
- 6) “Spatial Differences in Persistent Organochlorine Pollutant Concentration in the Bering and Chukchi Seas (1993)” by Strachan et al.
- 7) “Trace Metal Distributions in Sediments from the Bering and Chukchi Seas” by Mullin et al.
- 8) “Iodine-129 Concentrations in Marginal Seas of the North Pacific and Pacific-influenced Waters of the Arctic Ocean” by Cooper et al.
- 9) “Tritium and Plutonium in Waters from the Bering and Chukchi Seas” by Landa et al.
- 10) “The Role of Biological Processes in Removal and Transfer of Organic Contaminants from the Ecosystem of the Bering and Chukchi Seas” by A.V. Tsyban

Edited, proofed, keyboarded minor revisions for abstract “First Record of an Anomalous White Killer Whale (*Orcinus orca*), Near St. Lawrence Island, Northern Bering Sea, Alaska” by Speckman and Sheffield for BERPAC monograph

Edited, proofed, keyboarded (minor changes) abstract “Laboratory Digestion of Prey and Interpretation of Walrus Stomach Contents” by Sheffield et al. for BERPAC monograph

Edited, proofed, keyboarded minor revisions chapter 7.1 “Reversal of the Air-Water Gas Exchange Direction of Hexachlorocyclohexanes in the Bering and Chukchi Seas: 1993 versus 1988” by Jantunen and Bidleman for BERPAC monograph

Edited, proofed, keyboarded (minor changes)chapter 7.2 “Atmospheric Deposition Flux Estimates for Chloropyrifos and Trifluralin in the Chukchi Sea” by McConnell et al. for BERPAC monograph

Edited, proofed, keyboarded (minor changes) chapter 7.3 “Spatial Differences in Persistent Organochlorine Pollutant Concentrations in the Bering and Chukchi Seas (1993)” by Strachan et al. for BERPAC monograph

Edited, proofed, keyboarded (minor changes) chapter 7.5 “Trace Metal Distributions in Sediments from the Bering and Chukchi Seas” by Mullin et al. for BERPAC monograph

Edited, proofed, keyboarded (minor changes) chapter 7.6 “Iodine-129 Abundances in Productive Waters of the Bering and Chukchi Seas” by Cooper et al. for BERPAC monograph

Edited, proofed, keyboarded (minor changes) chapter 7.7 “Tritium and Plutonium in Waters from the Bering and Chukchi Seas” by Landa et al. for BERPAC monograph

Edited, proofed, keyboarded (minor changes) chapter 7.8 “The Role of Biological Processes in the Removal and Transport of Organic Contaminants from the Ecosystem of the Bering and



Chukchi Seas” by A.V. Tsyban for BERPAC monograph.

Directed 1st and 2nd edits for all BERPAC chapters

Corresponded with authors and BERPAC Executive Editor regarding editing text, tables, and figures for all BERPAC chapters

Formatted headings for text, tables, and figures for all BERPAC chapters

Formatted, edited, keyboarded “Reference” lists for all BERPAC chapters to fit MPB style

Drafted Table of Contents for BERPAC monograph

Edited Protocol for BERPAC monograph

Corresponded with BERPAC editors, Cliff Rice and Jackie Grebmeier, on text, table, and figure queries

Edited Chapter 3.3 “Biological Properties of the Dominant Heterotrophic Microbiota” by V.A. Ivanitsa for BERPAC monograph

Proofed edits on Chapter 3.1 “Quantative Aspect of the Development of Microbial Populations and Their Distribution” by A.V. Tsyban et al. for BERPAC monograph

Edited Chapter 3 reference list for BERPAC monograph

Completed 1st grammatical/mechanical/stylistic/substantive (rough Russian to English translation) edit on BERPAC monograph chapter 3.3 “Biological Properties of the Dominant Heterotrophic Microbiota” by V.A. Ivanitsa

Grammatical/mechanical/stylistic/substantive edit on BERPAC monograph chapter 7.9 “Critical Effects of Contaminants over Certain Biological Processes in Arctic Seas” by Y.A. Izrael

Grammatical/mechanical/stylistic/substantive edit on BERPAC monograph chapter 3.2 “Ecological Characteristics and Dynamics of Heterotrophic Microorganisms” by A.V. Tsyban

Keyboarded minor stylistic edits of BERPAC chapter 7.9

Researched reference list for BERPAC chapters 3.1, 3.2, and 3.3

Sorted Chapter 3 compilation of references for separate chapters 3.1, 3.2, and 3.3

Electronically extracted and e-filed 18 figures and 2 tables for BERPAC Chapter 7.9

Electronically formatted BERPAC Chapter 7.9 text for MPB/GPO style

Electronically formatted BERPAC Chapter 3.2 text for MPB/GPO style

Electronically formatted BERPAC Chapter 3.3 text for MPB/GPO style

Formatted reference list for BERPAC Chapter 7.9

Formatted reference list for BERPAC Chapter 3.2

Formatted reference list for BERPAC Chapter 3.3

Extracted all figures for BERPAC Chapter 5.2 from CD and created e-files for each figure

Created e-file on shared drive for BERPAC Chapter 4.1 from CD

Removed figures from text file of BERPAC Chapter 4.1 and created e-files for each figure

Created e-file on shared drive for BERPAC Chapter 4.2 from CD

Removed figures from text file of BERPAC Chapter 4.2 and created e-files for each figure.

Sorted, created, formatted, and researched reference list for BERPAC Chapter 5.3

Formatted text of BERPAC Chapter 5.2 to fit MPB/GPO style

Formatted text of BERPAC Chapter 5.3 to fit MPB/GPO style

Removed figures and tables from text file of BERPAC Chapter 5.2 and created e-files

Removed figures and tables from text file of BERPAC Chapter 5.3 and created e-files

Copied editorial remarks from Executive Editor onto text copy of BERPAC Chapter 2.1.

Copied editorial remarks from Executive editor text copy of BERPAC Chapter 2.3

Keyboarded edits and formatted BERPAC Chapter 7.9

Keyboarded edits and formatted BERPAC Chapter 2.1

Keyboard minor edits and formatted BERPAC Chapter 3.1

Completed 1st edit on BERPAC Chapter 5.3

Composed editorial letter to Executive Editor for BERPAC Chapter 5.3

Removed figures and tables from text file of BERPAC Chapter 3.1 and created e-files

Edited, keyboarded, and proofed final drafts, including in-text citations, of BERPAC Chapters 7.9, 7.8, 7.7, 7.6, 7.5, 7.3, 7.2, 7.1, 6.3, 6.1

Prepared BERPAC Chapters 7.9 and 7.5 for draft layout and completed final proofing and layout preparation

Completed final edits and proofing on all chapters of BERPAC monograph and prepared layout for printing